

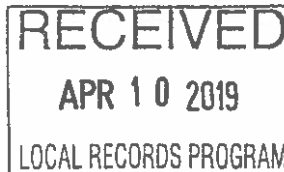


## Kentucky Department for Libraries and Archives

## Local Records Program

Fax

1-502 564 5773



## Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
Frankfort, Kentucky 40602-0537

**Part A: Contact Information**

Applicant Name: TERESA MCMILLIN SHEFFIELD\_\_\_\_\_

Applicant Title: MONROE COUNTY CLERK      200 NORTH MAIN STREET SUITE D  
TOMPKINSVILLE, KY 42167\_\_\_\_\_

Office

Address:

Phone Number: 1-270-487-5471 OR 1-270-487-8821\_\_\_\_\_

Email Address: TERESA.SHEFFIELD@KY.GOV\_\_\_\_\_

Federal ID Number: 610949462\_\_\_\_\_

**Part B: Project Summary**Total Funds Requested: \$ 8840.00\_\_\_\_\_

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to LR2

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**Kentucky Department for Libraries and Archives  
Local Records Program**

generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

THIS APPLICATION IS FOR GRANT TO PURCHASE MUCH NEEDED SHELVING FOR MY OFFICE. THIS SHELVING WILL BE UTILIZED TO HOUSE VALUABLE PERMANENT RECORDS. CREATED AND/OR RETAINED AS STATUTORY REQUIREMENT OF THE COUNTY CLERKS OFFICE. RECORDS TO BE HOUSED ON THIS SHELVING WILL CONSIST OF DEEDS MORTGAGES WILLS MARRIAGES AND ETC.

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**Plan of Work**

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)



# Kentucky Department for Libraries and Archives

## Local Records Program

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Vendor Address: TRI-STATE SYSTEMS INC  
85 SOUTHVIEW DRIVE, CADIZ, KY 42211

Vendor Phone and Email: 1-270-522-9789 jimmycalvert@bellsouth.net

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒

(Select all that apply)

Records	Date	Series	Cost
<b>ROLLER SHELVING</b>			<b>\$8840.00</b>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

### Section 2

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐

(Select all that apply)

Records	Date	Series	Cost
<b>Example: Shelving</b>	<b>N/A</b>	<b>N/A</b>	<b>\$9,040</b>



**Kentucky Department for Libraries and Archives**  
**Local Records Program**

Diazo Cost for _____ Copies		
Quality Control (Add 12.5% of the microfilming cost)		
Total Cost		

**\*\*Please Attach Additional Sections, if needed.\*\***

**Commitment of Local Government:**

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

WE WILL CONTINUE TO WORK WITH THE REGIONAL ADMINISTRATOR TO PROPERLY MAINTAIN OUR RECORDS MANAGEMENT PROGRAM. THIS MUCH NEEDED SHELVING WILL PROVIDE US WITH GROWTH SPACE FOR SEVERAL YEARS.

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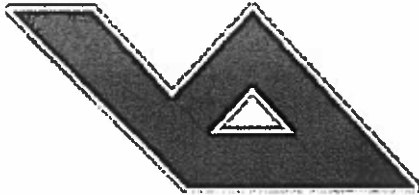
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Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.



**Kentucky Department for Libraries and Archives**  
**Local Records Program**

YES THESE RECORDS ARE SECURE

Yes ☒ No ☐

YES THE RECORDS ARE SECURE

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☐ No ☐

N/A

**Part C: Project Outcomes**



**Kentucky Department for Libraries and Archives**  
**Local Records Program**

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

THE SHELVING THAT I AM APPLYING FOR WILL MAKE OUR RECORD BOOKS MUCH MORE ACCESSIBLE AND WILL PROVIDE MORE CONVENIENCE FOR RESEARCH, AS WELL AS A BETTER STORAGE ENVIRONMENT FOR OUR VALUABLE RECORDS. WITHOUT THIS SHELVING OUR VALUABLE RECORDS WILL BE TAKEN TO THE BASEMENT AREA AND WILL BE STORED IN A LESS CONTROLLED HUMIDITY AND TEMPERATURE ENVIRONMENT. SECURITY WILL BE AT A MUCH HIGHER RISK DUE TO RECORDS NOT BEING IN A SUPERVISED AREA BY COUNTY CLERK STAFF.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒
4. In what format do these records exist? Select all that apply.

Paper ☐ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: NA

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐  
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

THIS APPLICATION IS NOT USER FRIENDLY AT ALL



**Kentucky Department for Libraries and Archives**  
**Local Records Program**

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**Kentucky Department for Libraries and Archives  
Local Records Program**



**Part D: Certification**

**Statement regarding expenditure of funds:** The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

**Statement regarding archival and records management policies and procedures:** The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

**Statement regarding project status and financial expenditure reporting:** The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

**Statement regarding continued records management and preservation support:** The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

**Statement regarding the Americans with Disabilities Act:** The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Authorized Local Government Official

Mitchell Page

Official Custodian of Records

June M. Seppel



**Kentucky Department for Libraries and Archives  
Local Records Program**

Typed or Printed Name and Title

Mitchell Page

Date

4/10/19

Typed or Printed Name and Title

Teresa M. Sheffield

Date

4-10-19

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200 North Main Street, Ste. D  
Tompkinsville, Kentucky 42167

Office of  
*Teresa McMillin Sheffield*  
Monroe County Clerk

Phone: 270-487-5471  
Fax: 270-487-5976

### INVITATION FOR BID PROPOSAL

The Office of the Monroe County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

#### Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than April 5, 2019 to be considered.

Jenna M. Sheffield  
Signature/Title

Teresa M. Sheffield  
Printed Name

3-11-19  
Date

See Attached +

**MONROE COUNTY ATTACHMENT****Shelving to Top Off Existing Shelving:**

1. One (1) row, sixteen (16) sections wide, four (4) shelves high with end panels.
2. One (1) row, three (3) sections wide, four (4) shelves high with end panels.

Color: Beige

Note: Include delivery and installation.

Please contact Teresa Sheffield, Clerk, Monroe County at (270) 487-5471 with any questions.

If not interested in bidding on this project, please submit a "NO BID."



**Donna Rose Co., Inc.**  
**QUOTATION**

**To: Monroe County Clerk**  
**At: Teresa M. Sheffield**

**Date: March 28, 2019**

**We are pleased to submit the following estimate for your consideration:**

Description	
1-Unit Roller shelving – to top existing shelving 16 wide, 4 high with end panels.	Standard depth= 14 ½" \$8,600.00
1-Unit roller shelving – to top existing shelving 3 wide and 4 high with end panels.	Extra Depth = 17-15/16" \$9,910.00
Note: Depth was not noted on Bid. So I bid both depths.	
This is Larson Metal Shelving	
Price includes Delivery and Installation	

**P.O. Box 127, Keene, KY 40339 \* 859.224.0383 \* Fax 859.224.0381**

**Thank you,**  
**Submitted by: Donna Rose**  
**Quote good for 30 days.**

***Ron Cooper Co.*****P.O. BOX 609  
GRAYSON, KENTUCKY 41143-0609****PHONE (606) 474-8715****FAX (606) 474-8853****TOLL FREE (800) 726-6968**

Teresa McMillin Sheffield  
Monroe County Clerk  
200 N. Main Street, Suite D  
Tompkinsville, KY 42167

April 3, 2019

Dear Teresa,

It was very nice to meet you last week when I visited to look at the space regarding the roller shelving bid. Please find below my price quote. After consulting with my supplier at Larson Metal Manufacturing, it was determined it would be best if the new Larson shelving units were placed directly on top on your tall Larson shelving units. Hence the existing 4-high stacking units would need to be removed and then reinstalled on top of the new Larson units. This would also require the top row of roller shelving units be fastened to the wall for added safety measures. All the labor to remove the existing non-Larson units and reinstall them on top of the new ones is included in the price quote for this job.

**ROLLER SHELVING BID:**

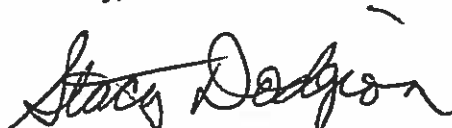
The total price for the roller shelving units specified in your bid request (including the additional work needed to remove, then reinstall existing units) is: **\$9,654.00**. This price includes installation, set-up, and freight charges. This price includes end panels for the longer unit that is 16 sections wide. As I noted upon my visit, your existing longest section of shelving does not have end panels because there is no room for them. Hence there would not be room for end panels for these new shelving units. A price for the same shelving in your bid request, but without the end panels for the longer section of shelving units is: **\$9,423.00**. (This price quote also includes all labor and installation, plus freight charges.)

I also checked with my contact at Larson about the possibility of changing the roller desk shelving units you have into regular units by modifying them and removing the desktop. Unfortunately, this is not something they can do based on the construction of the product.

Please let me know if you have any questions.

Thank you for your time!

Sincerely,



Stacy Dodgion, President  
RonCooperCo@gmail.com



DATE 3/26/2019  
Quotation #

**Quotation For:**  
MONROE COUNTY CLERK  
200 NORTH MAIN STREET  
THOMPCKINSVILLE KY 42167

**Tri-State Systems, Inc.**  
85 Southview DR  
Cadiz, Kentucky 42211

**Quotation valid until:**  
*Prepared by:*  
Jimmy Calvert

ATTN: TERESA M. SHEFFIELD - CLERK

**Comments:**  
ROLLER SHELVING PER YOUR REQUEST

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
J CALVERT				thompkinsville ky	
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	ROLLER SHELVING				
	ROW SIXTEEN (16) SECTIONS WIDE, FOUR (4) SHELVES HIGH				
1	ROW THREE (3) SECTIONS WIDE, FOUR (4) SHELVES HIGH				
	WITH END PANELS				
	TOTAL OF NINETEEN (19) UNITS				
	COLOR: PUTTY				
	PRICE INCLUDES: SHELVING, INSTALLTION & FREIGHT				
				SUBTOTAL	\$ 8,839.80
<div>Customer Acceptance:</div> <div></div>				TAX RATE	
				SALES TAX	
				OTHER	
				TOTAL	\$ 8,839.80

Customer Acceptance:

Visit us on the web at [www.tri-statesystems.com](http://www.tri-statesystems.com)

THANK YOU FOR YOUR BUSINESS!